

Pennsylvania Association of Conservation Districts (PACD)

VACANCY ANNOUNCEMENT INSTRUCTIONAL DESIGNER

Position Title: Instructional Designer

Number of Positions Available: 1

Salary Range: \$40,000-50,000/year commensurate with experience

Location: 5925 Stevenson Ave., Suite A, Harrisburg, Pennsylvania

Duties:

The Pennsylvania Association of Conservation Districts (PACD) instructional designer is responsible for the development of self-guided eLearning hosted on the Pennsylvania Department of Environmental Protection's (DEP) Learning Management System (LMS), the Clean Water Academy. Technical training on Erosion and Sediment Control and Dam Safety and Waterway Management is provided through the Clean Water Academy. This is a full-time, salaried position reporting to the Executive Director.

Responsibilities and Duties:

eLearning Development

- Convert existing PowerPoint presentations, reference manuals, live recordings, etc. into interactive eLearning modules using Articulate Storyline
- Work with subject matter experts (SMEs) to ensure the accuracy of all training

LMS Administration

- Upload completed digital training content to the LMS
- Create and configure courses and training programs, user accounts, and generate usage and course completion reports

Other General Activities

- Identify training needs, assist with classroom training events and develop annual budget
- Other related duties as assigned

Qualifications:

Required Skills

- Articulate Storyline and/or Articulate 360
- LMS administration (Totara or Moodle preferred)
- Ability to prioritize and manage multiple simultaneous deadlines and to work both independently with minimal supervision and as part of a larger team
- Self-motivated and willing to learn
- Critical thinking skills

Preferred Skills

- Video, audio, and image editing experience
- Basic understanding of HTML
- Microsoft Office (Excel, PowerPoint, Word)

Education:

Associate or Bachelor's degree preferred or equivalent experience.

Work Schedule:

This position is full-time, 37.5 hours per week. Hours are somewhat flexible. Occasional travel is required.

Benefits & Salary:

Salary range: \$40,000-50,000/year commensurate with experience. Benefits include health insurance, a 401k retirement plan, 14 paid holidays, and accrued PTO leave. Relocation expenses will not be provided.

How to Apply:

Candidates must submit a resume and cover letter to the PACD:

Please apply by e-mail with the subject heading "Instructional Designer" to jobs@pacd.org.

Deadline for Application:

All application materials must be received by 4:30 pm EDT on **November 11, 2022**.